



Arnold A. Schwarzenegger— Governor
Sunne Wright McPeak, Secretary, Business, Transportation & Housing Agency

DEPARTMENT OF REAL ESTATE
Equal Opportunity Employer
Job Opportunity

**PROGRAM TECHNICIAN
OR
OFFICE ASSISTANT (TYPING)
Sacramento**

The Department of Real Estate has an opening in its Sacramento Subdivisions section for a Program Technician or an Office Assistant (Typing). This position is permanent, full-time and is located in the Central Control unit. The Department is located at 2201 Broadway, Sacramento.

Duties of the position include:

- Review, process and set-up new and amendment/renewal applications for housing subdivisions in California.
- Issue short-form preliminary public reports.
- Type/key information from subdivision applications into a personal computer and type deficiencies, public reports, memos, letters, etc.
- Answer phone calls regarding fees, forms and filing procedures.
- Process and distribute mail.
- Filing, xeroxing, faxing and ordering files from records center.
- Order supplies, maintain forms; request equipment repairs.

Required qualifications:

- Dependability and excellent attendance.
- Ability to interpret and apply laws, rules, regulations, policies and procedures.
- Ability to communicate effectively, both orally and in writing.
- Excellent interpersonal skills.
- Ability to work well under pressure and within mandated timeframes.
- Excellent technical and analytical skills.
- Patience and tact in dealing with the public, staff members and others.
- Ability to function independently or as part of a team.
- Ability to lift up to 40 lbs. as required.
- Ability to successfully demonstrate keyboarding skills or possess a current typing certificate. (A keyboarding skills test will be administered. If you have a current typing certificate (40 WPM or greater), you will not have to take the keyboarding skills test.) **Attach a copy of your typing certificate to your application.**

Desirable Qualifications

- On-line inquiry computer experience.
- Personal computer experience using Word, Excel or an equivalent application.
- Knowledge of Real Estate Subdivision laws, rules, regulations, policies and procedures.

Office Assistant (Typing)

Salary: A - \$2003 - \$2435
B - \$2172 - \$2641

Program Technician:

Salary: \$2130 - \$2780

Who may apply:

Current State employees in the Program Technician or Office Assistant classifications and those individuals who are transferable to either class may apply. **Priority consideration will be given to SROA/Surplus employees. Please indicate SROA/Surplus information on your state application.**

Submit Applications to:

Linda Luna, Personnel Services
Department of Real Estate
2201 Broadway, P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0797 or CALNET 498-0797

For information on the position contact:

David Warner, Subdivisions
Managing Deputy Commissioner.
(916) 227-0822 or CalNet 8-498-0822

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

FINAL FILING DATE: OCTOBER 6, 2004

Applications, whether filed in person or by mail, must be received in the
Personnel Office no later than 5:00 pm on the above date.

Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most
qualified will be contacted for an interview.

Applications (Std. 678) may be obtained from the State Personnel Board website at <http://www.spb.ca.gov>